

DATE: November 2, 2011

TO: Deans, Directors, and Department Heads (3D Memo)

FROM: Gail D. Burd, Vice Provost for Academic Affairs

CC: Jacqueline Mok, Senior Vice President and Provost
Patti King, Director of Curricular Affairs
Shelley McGrath, Senior Director of Academic Programs & Transfer Coordination
Marcia Chatalas, Director of Enterprise Applications Business Analysis / Project Management Services
Jody Payne, Assistant Registrar

RE: Curriculum Updates and Deadlines

We wish to bring to your attention some changes coming this year to the curriculum process for updating Academic Program Requirements/Advisement Reports. Typically the call for changes is announced in late October or early November with a deadline of December to receive changes. Beginning this year, the deadline for change requests has been extended from December 2011 to February 10, 2012—allowing departments more time to assemble curriculum committees, make decisions, and then submit requests. We know this is often a cooperative process in colleges and departments and want to provide you with enough time to make curricular decisions for the coming catalog year 2012-2013.

Historically we have been very flexible with regard to deadlines, but we plan to enforce them from this point forward. For all change requests received by the February deadline, we can guarantee that if approved, the requests will be entered into the system for the 2012-2013 academic year; for late submissions we cannot make such a guarantee.

The 2012-13 catalog is the official record of academic program standards and requirements to which students are held accountable. As such, we expect and need program information to be accurate. Drivers for enforcing this deadline include:

- The 2012-2013 catalog is published mid-spring of 2012;
- Degree Tracker will suggest courses to students beginning during priority advising in mid-spring 2012 and is dependent on accurate program information to make correct suggestions;
- Incoming students begin to attend orientation programs beginning in spring 2012 and are advised which courses to take and will need to see program requirements for 2012-2013 school year; and
- Enrollment planners will also need accuracy, because Degree Tracker will be used as a tool for forecasting enrollment demand.

We are optimistic that extending the deadline will afford you enough time to make hold curriculum committee meetings, make curricular changes, and adhere to the deadline. If you have questions about the curricular change process, please contact Patti King at 621-4107. For questions about Degree Tracker, please contact Shelley McGrath at 270-2000.